

PLANNER I

NATURE OF WORK

This is entry level professional work in city and county planning.

Work involves performance of moderately difficult professional and technical planning work under the general supervision of a more experienced planner. Supervision may be exercised over a small group of technical employees. Independent judgment is exercised in the application of professional techniques and principles to recurring problems which do not go beyond the bounds of established rules, standards and policies. Supervision is received from a professional superior who reviews work through consultation and analysis of reports submitted.

EXAMPLES OF WORK PERFORMED

Performs moderately difficult and complex assignments in a wide variety of planning work such as the preparation of project outlines, selection of data sources, and detailing of plans for reports of capital improvements, elements of a comprehensive plan, major zoning changes, or business district project planning.

Supervises or assists in the supervision of a small group of technical employees in the making of surveys, routine drafting, map maintenance, graphic displays, or project layouts; gathers and correlates preliminary planning data and information; assists in the analysis and interpretation of the routine or moderately difficult data pertaining to planning and the formulation of a comprehensive plan.

Makes analyses, investigations, and preliminary determinations and recommendations on current planning, zoning and renewal problems; writes reports and correspondence pertaining to each phase of the work as assigned.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of research methodology and of standard sources and uses of socio-economic information.

Knowledge of the techniques required in the preparation of maps, charts, sketches and complex graphics.

Knowledge of the principles and practices of city planning as they pertain to the design and development of comprehensive plans.

Knowledge, or ability to acquire knowledge, of the city charter, and of the various ordinances and codes pertaining to planning, subdivision and zoning.

Ability to perform moderately difficult studies and investigations of urban properties and physical conditions, and to prepare reports of the particular features under study.

Ability to perform routine and moderately advanced professional work pertaining to major planning, design and development projects.

Ability to make clear and understandable written and verbal presentations of technical information to lay groups, the general public, professional organizations and various governmental departments and agencies.

Ability to apply professional planning principles, practices and techniques to a wide variety of routine and moderately advanced problems and assignments.

Ability to supervise a small group of technical employees engaged in routine city planning work.

Ability to establish and maintain effective working relationships with co-workers, government officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in planning or in one of the related social or engineering sciences; some planning experience or completion of graduate studies with the masters degree in city, regional or urban planning.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in planning or in one of the related social or engineering sciences; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/74

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